



### Wait List Process: Please Read

To Parent or Guardian of Wait List Applicant,

Thank you for your interest in Tip Top Tots Early Learning Center. As per your request, I am enclosing a wait list application for your child.

T.T.T. maintains an ongoing wait list for new enrollments. Parents wishing to have their child's name placed on the wait list for enrollment must first pay the application fee and complete a wait list application form. Our school is often at capacity and start dates can be difficult for me to project. As the Director, I am responsible for managing the wait list and enrolling new families. Slots are filled on a first come, first served basis with the exception of the following priorities:

- Children who are currently enrolled in our program receive priority for transitioning into an older classroom
- Siblings of children who are currently enrolled also receive our priority

All required paperwork must be completed before a child can be admitted. This paperwork includes (but is not limited to) emergency form, health inventory (part 1-parents fill out; part 2-pediatrician fills out), immunization record, enrollment packet, tuition deposit and financial paperwork. The Director of Finances requires that all families entering into our program resolve all outstanding debts with the school before your wait list application can be processed. No slots will be held for children until they are ready to enter the program. When a child on the waitlist is contacted regarding an opening, families have 2 days to respond to the offer, if there isn't a response I will move to the next child on the waitlist. If I have offered the space several times and a family has chosen to pass on the offers but wanted to remain on the list, the Director will remove the family after the third offer. Families may contact us at a later time if their needs change, but it is very important for us to keep an accurate list of families that are actively looking to start care as soon as possible. Please remember that being on the wait list does not guarantee child care on the date you request it. If we cannot meet your needs for the requested date, your child's name will remain on our wait list (and automatically move up through the Programs) until a spot is available.

Although **we typically do not call families on the waiting list unless there is an opening**, from time to time we may contact you to see if your needs have changed since your initial application (even if a spot is not currently available) so we can keep an accurate waiting list. If you have any questions in completing the wait list application or would like to update your contact information, child's name and birthdate, need to change your schedule requested, or just to check on your waiting list status please do not hesitate to email: [info@tiptoptotselc.com](mailto:info@tiptoptotselc.com).

Sincerely,

Khadijah Robaina  
Owner/Director